



## Riverfest 2024

Saturday, June 29, 2024 | 11 a.m. to 10 p.m.

[www.ConwayRiverfest.com](http://www.ConwayRiverfest.com)

### Business Expo

Dear Business Expo Vendor,

We welcome your interest in the 2024 Riverfest Festival hosted by the Conway Chamber of Commerce on Saturday, June 29, 2024. Riverfest is a one-day, rain or shine event held on Elm Street in Downtown Conway, South Carolina. Festival activities are from 11 AM until 10 PM on Saturday, June 29<sup>th</sup>, 2024.

**Please note** that all vendor applications must go through an approval process. It is the intent of the Riverfest Committee to ensure that a variety of quality merchandise is exhibited. A limited number of vendor spaces are available, please submit your application as soon as possible for review. Do not make hotel reservations or assume that you have been accepted as a festival vendor until you receive an official acceptance letter, receipt, or email from the Conway Chamber of Commerce.

**Booth Space:** Spaces are rented for \$200 for Conway Chamber members and \$50 for non-profit organizations; \$500 for non-members, each on a "first come, first serve" basis. Each Business Expo space is 10' x 10'. If additional space is needed, additional booth space must be purchased. Vendors will be required to provide all tents, manpower, tables, chairs, etc. which they may need. Electricity is not available. We ask that participants have all equipment, fixtures, and inventory in their space by 9 a.m. on Saturday, June 29<sup>th</sup>.

*Business Expo vendors are NOT allowed to sell or giveaway glow-in-the-dark, food, or drink. The Conway Chamber of Commerce, through Riverfest, does not make any guarantees on spectator attendance.*

Business Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Description of Exhibit \_\_\_\_\_

\_\_\_\_\_

Business Expo Vendor Space (10'x10') .....

Non-Chamber Members	\$500 x _____	= \$ _____
Chamber Members	\$200 x _____	= \$ _____
Non-Profit*	\$50 x _____	= \$ _____

All payments should be made payable to the Conway Chamber of Commerce.

**Applications must be received by Friday, May 31, 2024 for consideration.** NO REFUNDS for cancellations made after Wednesday, May 1, 2024. NO REFUNDS for No-Shows. A \$35.00 service charge will be placed on all returned checks. \*Proof of Non-Profit status with the IRS may be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

*By signing this form you are agreeing to the information listed on this application and the terms of participation.*

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**WE ENCOURAGE YOU TO TAKE ADVANTAGE OF THIS GREAT OPPORTUNITY TO PROMOTE YOUR BUSINESS OR ORGANIZATION!**

*To become a member of the Conway Chamber of Commerce, please call (843) 248-2273.*

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Questions? Contact the Conway Chamber of Commerce at (843) 248-2273 or at [info@ConwaySCChamber.com](mailto:info@ConwaySCChamber.com).

**How to Apply:**

**Application Submission Checklist:**

- \_\_\_ Signed Application
- \_\_\_ Photographs of Goods
- \_\_\_ Entry Fee or Credit Card Authorization Form

**Apply in person:**

Visit the Conway Chamber of Commerce office Monday – Friday between the hours of 9 AM and 5PM.

Conway Chamber of Commerce  
 203 Main Street  
 Conway, SC 29526  
 (843) 248-2273

**Apply by mail:**

Mail application with appropriate fee (payable to the Conway Chamber of Commerce) to:

Conway Chamber of Commerce  
 P.O. Box 831  
 Conway, SC 29528

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**Terms of Participation Agreement**  
(Business Expo)

1. **Space:** Each Business Expo participant will be provided a 10' x 10' space. Participants will be required to provide all tents, manpower, tables, chairs, etc. which they may need.
2. **Opening and Closing Dates of Riverfest:** The participating exhibitor must be set up and completely operational at the site no later than 9:00 a.m. on Saturday, June 29<sup>th</sup> and continue to operate until the close of the day's activities at 10:00 p.m. No vehicles will be allowed on site after 9:00 a.m. Breakdown will begin at 10:00 p.m. The participating exhibitor shall be responsible for removing all of its equipment, fixtures, inventory and other property from its space.
3. **Care of the Space Area:** The participating exhibitor shall maintain its space area in a neat, safe and orderly condition. The participating exhibitor shall remove all rubbish and trash from its space area as needed. The participating exhibitor shall surrender its space to the Conway Chamber of Commerce at the end of the activities in the same condition as when the participating exhibitor occupied the space. The participating exhibitor shall be responsible for all damage by its employees, patrons or guests to its space area during its occupancy thereof and shall pay to the Conway Chamber of Commerce such amount as shall be sufficient to restore such space to the same condition as when the participating exhibitor initially occupied the same.
4. **Setting up and Dismantling Area:** The participating exhibitor shall be responsible for setting up and removing its own property. The Conway Chamber of Commerce shall be responsible for cleaning up trash in the common area during the event.
5. **Liability:** The Conway Chamber of Commerce, the City of Conway, Horry County nor any adjacent property owner shall not be liable for any loss or damage to the property of the participating exhibitor, or of its representative, employees, agents, patrons and guests, because of fire, robbery, accidents or any other cause whatsoever that may arise from the participating exhibitor's use or occupancy of its space. The participating exhibitor agrees to indemnify and hold harmless the Conway Chamber of Commerce and its officers, directors, representatives, employees and agents, Horry County, its employees and agents, and The City of Conway, its employees and agents, against any and all claims of any person whomsoever from the acts or omission of the participating exhibitor, its representatives, employees, agents, patrons or guests.
6. **Failure to Hold Riverfest:** In the event that Riverfest is not held for any reason whatsoever, the participating exhibitor hereby releases the Conway Chamber of Commerce and its respective officers, directors, representatives, employees and agents, from any and all claims for damages which might arise in the consequence of the Riverfest festival.
7. **Sub-letting or Assignment:** The participating exhibitor shall not sublet or assign its space, in whole or in part, without first obtaining the written consent of the Conway Chamber of Commerce.
8. **Miscellaneous:** The Conway Chamber of Commerce reserves the right to approve the items to be sold, and any other activity by the participating exhibitor at its space. The Conway Chamber of Commerce, through Riverfest, does not make any guarantees on spectator attendance. The participating exhibitor agrees to accept as conclusive and binding the decision of the Conway Chamber of Commerce as to any dispute between the participating exhibitor and any other participating exhibitor or any person attending the Riverfest or as to any matter not covered by these Terms of Participation Agreement.

**MAYOR**  
**BARBARA JO BLAIN**

**MAYOR PRO TEM**  
**LARRY A. WHITE**



**COUNCILMEMBERS**  
**AMANDA BUTLER**  
**WILLIAM M. GOLDFINCH IV**  
**JULIE ANN HARDWICK**  
**BETH HELMS**  
**JUSTIN D. JORDAN**

## **FIRE RESCUE**

### **OUTDOOR VENDOR/EVENT GUIDELINES**

The City of Conway Fire Rescue has implemented the following guidelines that must be followed while vendors are participating in outdoor events. The City Fire Marshal will be performing inspections of vendors prior to the beginning of the event.

#### **VENDOR GUIDELINES FOR SPECIAL EVENTS AND EXHIBITIONS**

OPERATIONAL FIRE PERMITS ARE REQUIRED FOR THE FOLLOWING

- Mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors
- Liquid Propane Gas (LPG) storage and use
- The burning of trees, brush and undergrowth on lands within the corporate city limits of Conway where such land has been cleared for development and kindling of bonfires for public assemblage or ceremonial purposes
- Outdoor assembly event with planned attendance in excess 1,000 persons
- Indoor tradeshow or exhibitions
- Temporary membrane structures and tents having an area in excess of 400 square feet
- Carnivals, Fairs, and Amusement Buildings
- Pyrotechnic and fireworks special events
- Open flames and candles – Use of in connection with any assembly area including dining areas of restaurants, drinking establishments, and theaters

#### **TENTS AND MEMBRANE AIR INFLATED STRUCTURES**

- Tents having one or more sides limited to 400 square feet. Tents open on all sides limited to 700 square feet. Aggregate area of multiple tents side by side limited to 700 square feet total with 12-foot fire breaks between the tents
- Cooking will not be permitted under any tents, unless prior approval is obtained from the Fire Marshal and utilizing a tent rated for cooking. These tents shall have the appropriate NFPA signage attached
- All membrane/air inflated structures (Inflatable structures/moonwalks/bounce houses) must have a permanently affixed NFPA 704 label identifying the material/fabric and size of the structure
- All tents and membrane/air inflated structures shall be properly anchored as to withstand the elements of weather and to prevent collapse
- “NO SMOKING” - smoking is not permitted under any tents or membrane structures regardless of size

#### **FIRE EXTINGUISHERS**

- All cooking vendors shall supply their own fire extinguishers. All fire extinguishers shall comply with NFPA. All fire extinguishers shall have a valid/dated inspection tag and an inspection within the last calendar year
- Outside Cooking: 10-lb type ABC
- Cooking within 3’ of tent/canopy: 20-lb type ABC
- Fat fryers (vegetable oil): 2 1/2 - 5-gallon type K

- All outside cooking that will be producing any grease laden vapors (deep fat fryers) must have a Class K Fire Extinguisher. Surface cooking equipment must have a minimum of a 5-lb type ABC Fire Extinguisher. Surface frying will not be permitted. (Ex: a cooking vat on top of a stove containing more than one inch of cooking oil or grease.)
- Vendors that are only “warming” food must have a minimum of a 5-lb type ABC fire extinguisher

#### **MOBILE FOOD TRUCKS/TRAILERS/CART OR SIMILAR**

- All self-contained vendors (Ex: Portable kitchen that is in a trailer/food truck) must have a hood system and meet the NFPA 96 standard
- All LP gas cylinders must be a minimum of 10 feet from any cooking appliance and secured in an upright position
- Extension cords must be commercial grade. (Minimum 12 gauge and must have a ground.) All extension cords must be secured so as to not create a trip or fall hazard. The use of multi-plug adapters is allowed as long as the amperage rating of the adapter is not exceeded
- Vehicles equipped with LP gas equipment shall have an LP gas alarm
- Vehicles equipped with compressed natural gas (CNG) equipment shall have a methane alarm

#### **GENERATORS AND FLAMMABLE/COMBUSTIBLE FUEL STORAGE**

- Must be safely guarded from the public right of way
- If mounted, the generator must be securely mounted and shall not impact propane/natural gas systems
- On-sight fuel for generators must be kept in a U.L. listed Type 1 or Type 2 safety can
- The maximum size of one individual container is 5 gallons

*Thank you for your assistance. If you have any questions regarding the guidelines set by the City of Conway Fire Rescue, please contact the Fire Marshal at (843)248-1720.*